



Digital Citizenship Protocol

Obligations and Requirements Regarding Appropriate Use of ICT @ OLA

The Responsible Digital Citizenship Protocols applies during all school related activities, including school excursions, camps and extra-curricular activities both in and out of school hours.

Therefore, the OLA community (children, staff, parents and caregivers) will:

- use technology responsibly and ethically and not use any device in a manner, which may be deemed objectionable or inappropriate;
- adhere to copyright laws and licencing agreements and sources to be appropriately acknowledged;
- only create and disseminate appropriate information via BCE messaging, email, or portal communication methods;
- engage in practices which promote the values of the school only;
- use ICT equipment for educational purposes only;
- ***refrain from participating in, or supporting others to engage in, online bullying such as harmful or hurtful online behaviour, the forwarding of inappropriate messages, or the transmitting or sharing of inappropriate images in school learning and social environments;***
- follow the terms and conditions of websites and online communities and be aware that content uploaded or posted creates a digital footprint of the user.
- not interfere with the network security, the data of other users, or attempt to log into the network with a username or password of another student or staff member;
- only download, use, install or connect authorised software or hardware onto school ICT equipment;
- keep their username and password details private and not share this information or any personal information (such as my full name, my address, my email address, my phone number, or photos of myself/or people close to me) with another person;
- refrain from buying or selling items or services over the internet or enter chat rooms;
- look after the school's digital equipment and immediately report any damage or faulty equipment to a teacher;
- children will turn off the computer screen, not show others and report immediately to a teacher anything that upsets them, is inappropriate or is mean or rude.
- children will hand in any mobile phone devices to the School Office upon arrival and retrieve the device at the end of the school day; and
- school staff will also abide by the BCE Code of Conduct and Acceptable Use Agreement.

Please refer to FULL Protocol on Website/Parent Portal